Splitting Your Hand Receipt

Ensure the following actions are completed prior to and after the PBO splits the hand receipts:

1. **Conduct a 100% Inventory of all equipment to include components of end items (COEI); sets, kits and outfits (SKO), etc.**
2. **Identify equipment being deployed versus that staying in the rear.**
3. **Have Supply Sergeant prepare documentation (DA 2062, DA 3161, etc.).**
4. **Verify documentation is correct (serial numbers, NSN, etc.).**
5. **Identify the rear detachment commander (Is he coming from your unit, or is there going to be just one to support a larger element (example: Battalion Rear Detachment Commander).**
6. **Have supply sergeant contact the PBO to split hand receipts.**
7. **Verify split hand receipts versus current hand receipts (sign if correct).**
   a. **Verify equipment is under correct UIC/DODAAC.**
   b. **Verify serial numbers, NSNs, etc.**
8. **Have rear detachment commander inventory and sign for stay behind equipment.**
9. **Separate equipment to ensure no conflict between your equipment and rear detachment commander's.**
10. **Sub-hand receipt deploying equipment to appropriate sub-hand receipt holders.**